Steps to search for queries in BOXI
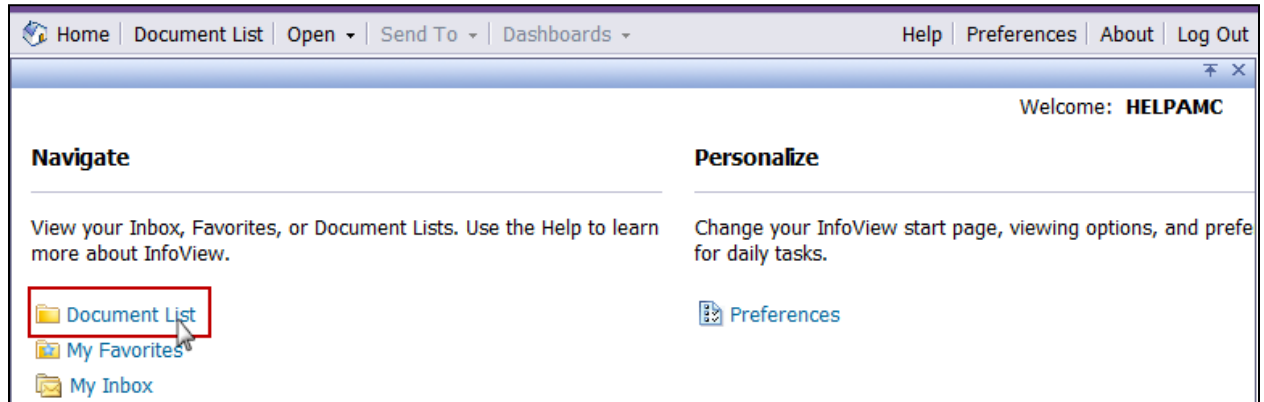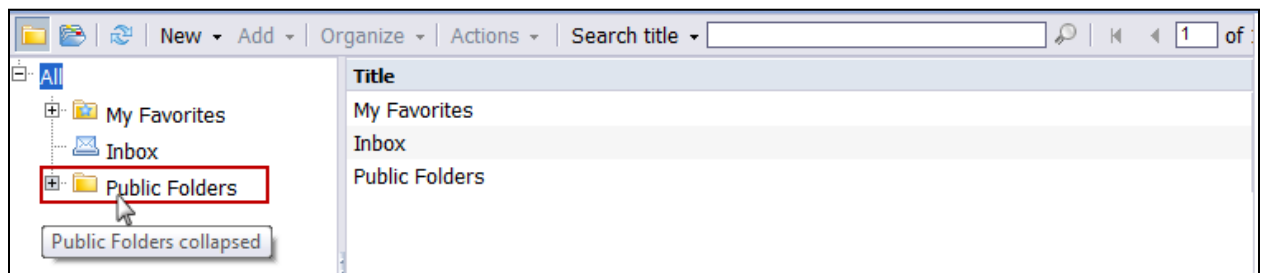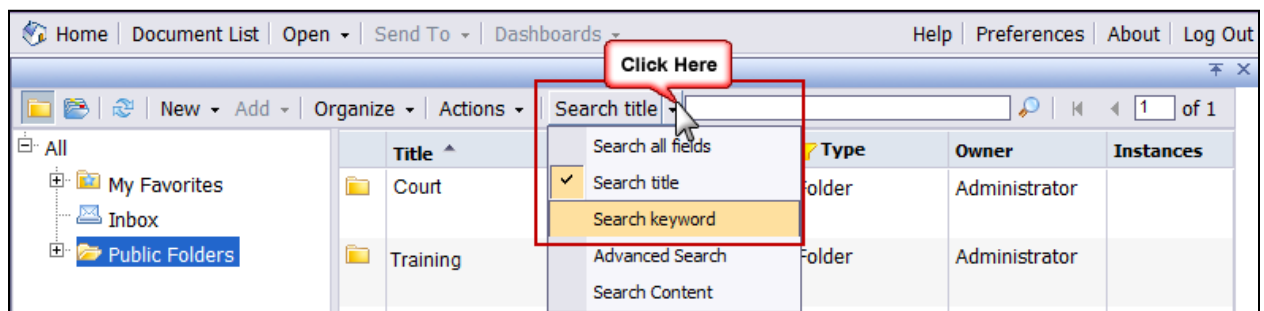
1. From the BOXI home page, click the **Document List** hyperlink.

2. On the Document List page, click on the folder titled **Public Folders**.
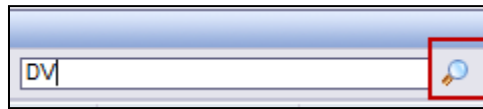
3. Select the type of search to be completed. The default selection is **Search title**. Click the down arrow icon next to the search type to select a different option, like **Search keyword**.
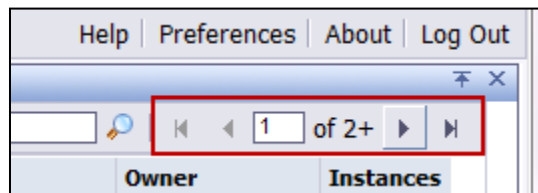
4. Enter the word or topic to be located in the saved query titles or in the list of keywords saved in the query properties.
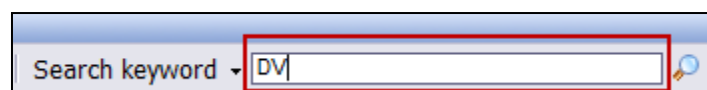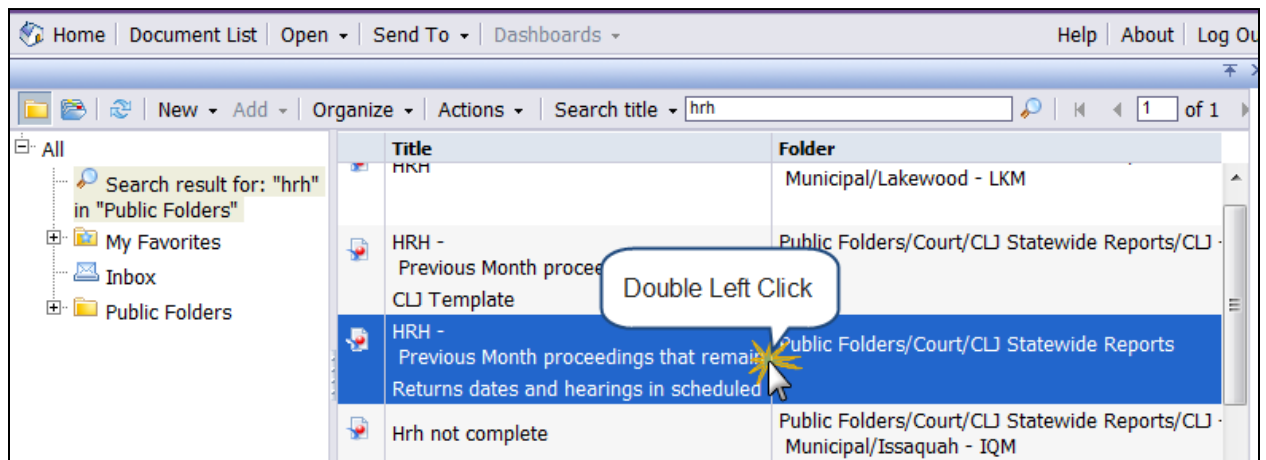
5. Click the search icon to start the search.

6. Use the paging buttons or the page number field to page through the results.

7. Double click on a query title to run it and view the report.

8. When a query is located that can be re-used by your court, save it to your court's folder or your personal favorites' folder by:

   a. If the query is open, click on the down-arrow next to the "Document" icon that appears while the report is showing. Click on the "Save as" option and save the query to your court's folder or to your personal favorites.
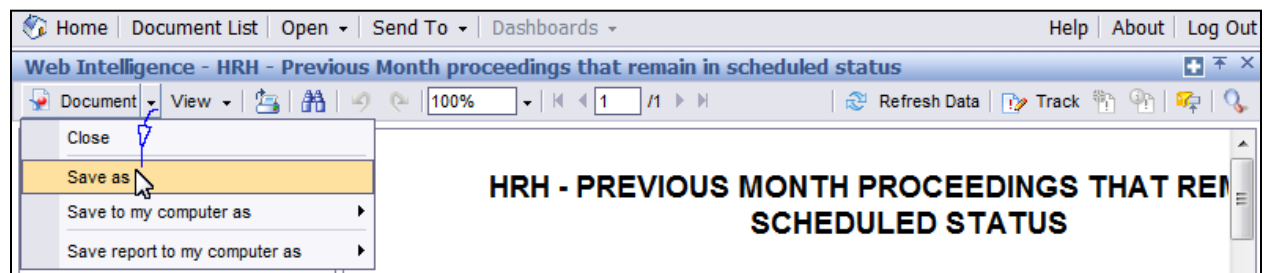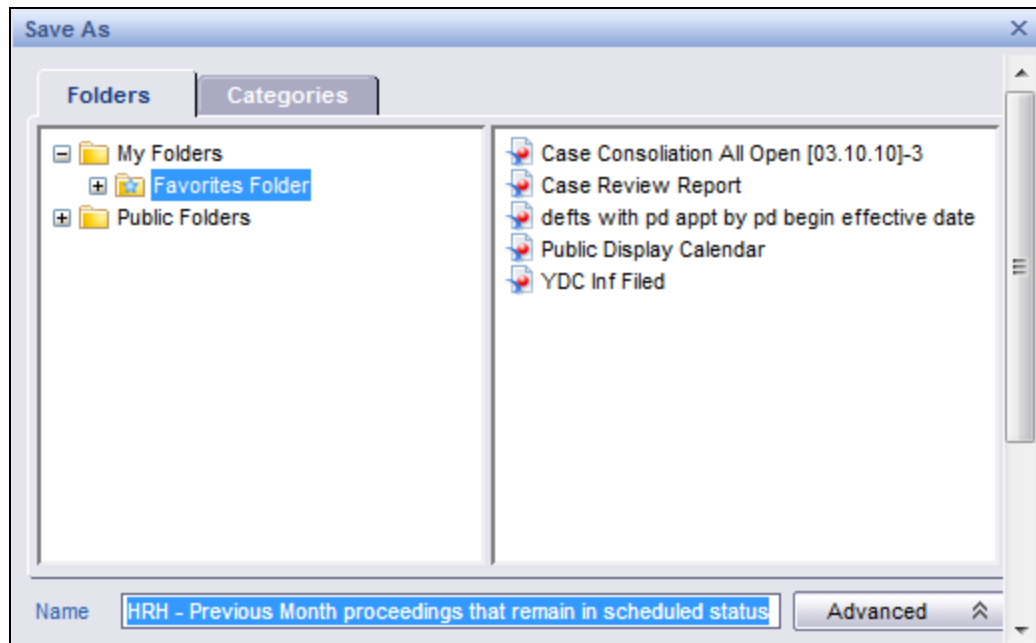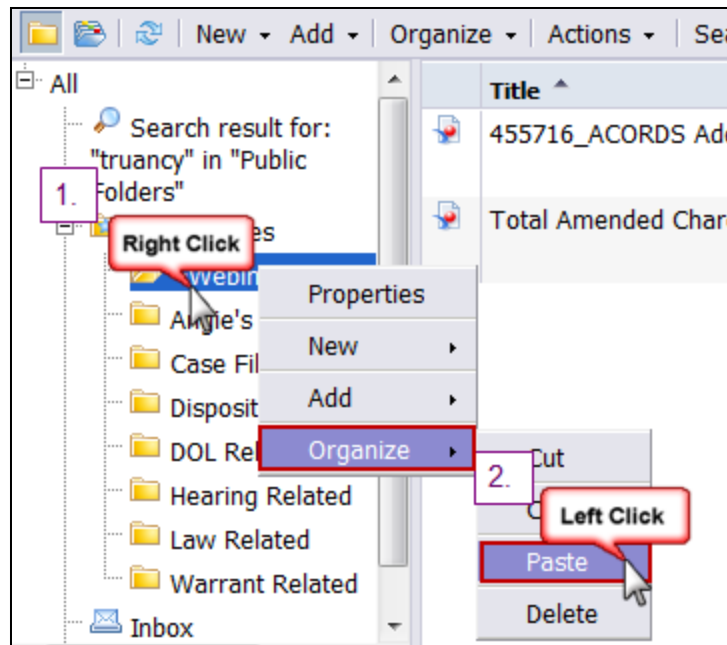
b. If the query is not open, right-click on the query in the search results list and select "Organize" and then "Copy" to copy the query.
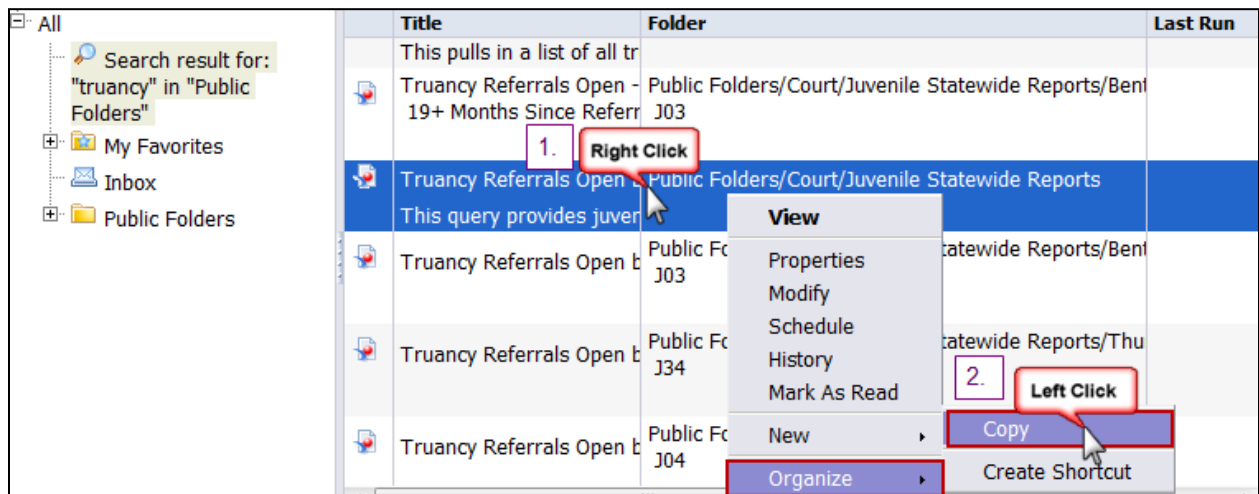
In the list of folders on the left, click on the folder that the query should be saved into and right-click again. Select "Organize" and then "Paste" to paste the copy into the selected folder.

Once the query is saved in your court's folder or one of your personal favorites' folders, it can be modified to suit your court's needs or it can be scheduled to run regularly for your court. For more information on scheduling reports, see the eService Answer: Schedule BOXI queries to run automatically - ID # 2153.

An online demonstration of all steps is also available for viewing. The demonstration walks through searching using the title and keyword search options, as well as the two ways to save a copy to your court's folder, and a few other helpful hints. To view the demonstration of the BOXI search process, please see the **Demonstrations** section of the BOXI Manuals page of inside courts.

Other helpful BOXI-related eService Answers:

Saving a query in BOXI - Answer ID # 2031
Saving BOXI queries to a public folder - Answer ID # 2032
Saving a BOXI query before running it - Answer ID # 2047
Procedures to e-mail a BOXI query to another BOXI user - Answer ID # 2141